

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DED0148732  
POSITION NO: 241050  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 05/27/14  
CLOSING DATE: 06/10/14

**SENIOR APPRAISER**

DEPARTMENT NAME / WORKSITE: Division of Economic Development/Navajo Nation Real Estate/Window Rock, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y64A</u>	
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>39,228.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>18.86</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Conduct real estate appraisals to determine fair market or property value; collect on-site appraisal data using full range of appraisal techniques, principles, methods, and procedures; conduct research, including appropriate county, state, federal, and Navajo Nation records, for data comparison to ensure the fair market value of each property; prepare appraisal reports through considerable independent judgment ensuring complete factual documentation, such as, pertinent resolutions, land user agreements, surveys and legal descriptions, etc.; coordinate with respective programs, NN Chapters, townships, and other entities regarding land surveys, archaeological clearances, environmental documentations, etc. in order to conduct a fair and complete independent appraisal; maintain record and data file of each appraisal requests and completed appraisals; on a continual basis, maintain and update file of available pertinent information essential to the appraisal process, such as, land history, land use plans, topography, soil and site analysis, flood plains, environmental documentation, community development, economic trends, etc.; maintain professional standards for compliance with applicable Navajo Nation laws, state and federal regulations; conduct presentations and respond to public inquires as necessary.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Business Administration, Marketing, Finance, or a related field.

**Preferred Qualifications:**

- A Master's degree in Business, Marketing, Finance or related field.
- One (1) year experience in business development including business site design.
- Appraiser License.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of policies, procedures, methods, laws, rules, and regulations of appraisal systems;  
Knowledge of implications of economic and sociological trends on land development and community planning.  
Knowledge of use, conservation and protection of land resource management.  
Knowledge of computers including appraisal software and equipment  
Knowledge of real property terminology.  
Knowledge of techniques of data collection.  
Skill in researching, collecting, analyzing and drawing conclusions from trends and data.  
Skill in establishing and maintaining effective working relationships with others.  
Skill in communication effectively both verbal and in writing.  
Skill in preparing clear, concise written reports and providing supporting evidence.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**